



**TOWN COUNCIL WORK SESSION**  
**TUESDAY, January 21, 2020 @ 6:00pm**  
**Town Hall Conference Room**

Mayor Tewalt welcomed Councilman Cockrell and noted that Council and Staff would always be here to help in anyway.

**1. CLOSED MEETING – Interviews of Executive Search Firms**

**Motion to Go Into Closed Meeting**

*Councilman Gillispie moved, seconded by Vice Mayor Sealock that Council go into closed session for the discussion, consideration, or interviews of prospective candidates for Executive Search Firms to assist Town Council in consideration of hiring candidates for a permanent Town Manager, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.*

Vote: Yes – Cockrell, Gillispie, Holloway, Sealock and Thompson

No – N/A

Abstain – N/A

Absent – Meza

(Mayor Tewalt did not vote as there was no tie to require his vote)

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**Motion to Certify Closed Meeting at its Conclusion**

*Councilman Gillispie moved, seconded by Vice Mayor Sealock that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.*

Vote: Yes – Cockrell, Gillispie, Holloway, Sealock, Tewalt and Thompson

No – N/A

Abstain – N/A

Absent – Meza

BY ROLL CALL

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**2. Waiver of Water/Sewer Tap Fees – Habitat for Humanity – Interim Town Manager**

**SUMMARY:** Staff has received a request from Habitat for Humanity of Warren County to waive the water and sewer tap fees in the amount of \$15,068 for a new duplex build at the corner of Brown Avenue and Cherrydale Avenue (*Tax ID: 20A613 6 B*).

Their request is attached along with the amount of fees for one residential tap fee. Since there is a pre-existing tap at the address, only one tap would need to be installed.

*Note: The last request from Habitat for Humanity was in 2014.*

**STAFF RECOMMENDATION:** Recommends instead of the waiver of the tap fees to execute an agreement with the property owner(s) to place a lien on the property (duplex) at

the corner of Brown Avenue and Cherrydale Avenue for the water and sewer connection fees.

*MEMO FROM R. BOYER, PUBLIC WORKS DIRECTOR*

The lot that Habitat for Humanity is building a new duplex on at the corner of Cherrydale Avenue and Brown Avenue already has one set of water & sewer taps on site from a previous dwelling that was demolished a few years ago. There would only need to be one new set of taps installed for the new duplex as long as the existing taps are used for one unit.

The cost of the new tap fees would be \$4,836 for water and 10,232.00 for sewer at a total of \$15,068.00. If you have any questions or need any further information just let me know.

**Council Discussion:**

Councilman Gillispie voiced support of the previous procedure of the placing the lien for the one tap. Mr. Sealock clarified that there is one tap in place; Mr. Tederick noted that was correct.

Ms. Priest-Cahill noted that any savings increase the affordability for the family. Mayor Tewalt noted that placing on a consent agenda was acceptable.

**3. Improvements to intersection of W 17<sup>th</sup> Street & N Shenandoah Avenue** – *Director of Planning/Zoning*

Sheetz purchased the Shenandoah Motel and intends to build a store/gas station at the location this year. The site is within the existing C-1 Zoning District. The development would consist of 10 fuel pumps and a store that is approximately 4,906 square feet. The site plan includes the required amount of parking, landscaping, and there will be an underground stormwater management facility. A full entrance is proposed on N. Shenandoah Avenue and W 17th Street, the former being the primary access point. Sheetz has a goal to open the store this summer.

A site plan was recently approved by the Planning Commission. During the site plan review process the Planning Commission expressed concerns about congestion in general and also about the narrowness of the intersection on W. 17th Street. Sheetz offered to donate money to the Town to add a slip-lane that would improve the level of service of the intersection by separating right-turn movement from left-turn movement. Prior to this donation, a signal warrant analysis was conducted by Sheetz, in consultation with VDOT, and a traffic signal was not recommended at the location. An illustration of the proposed slip-lane (right-turn lane) is attached, along with an estimate of the cost of the improvements and a draft cash escrow agreement between Sheetz and the Town. A very small amount of property (479 square feet) would need to be obtained from the adjacent bank property. The purpose of this agenda item is to present this to Town Council to determine if Town Council would like to accept the funds and complete the project. Per the offer from Sheetz, the improvements would need to be completed within 2-years.

**BUDGET/FUNDING:**

Based on the estimates provided by the Town Engineer, Sheetz would be paying for 100% of hard costs associated with the project. Soft costs, such as some paperwork and Staff time would be incurred but no change to the budget would be necessary.

### **Council Discussion:**

Mr. Camp noted that the insertion of the turn lane would be 100% paid for by Sheetz (est. of \$20,000) on 17<sup>th</sup> Street. Council asked if it would be in house or out to bid; Mr. Tederick noted that it would be in house. He added that it was not a VDOT requirement but Staff and Sheetz feel it would be an added benefit. Vice Mayor Sealock asked if the turn lane could be placed in conjunction with their start date, due to the safety concerns of Shenandoah Avenue. Mr. Gillispie asked about the land acquisition matters; Mr. Napier stated that the land acquisition would be very agreeable to all involved and the turning lane would be very helpful to all involved.

Mr. Tederick asked for Council's direction as there is a meeting with the bank tomorrow. He noted that should Council intend to move forward and it can be relayed to the bank officials at said meeting regarding the turning lane. Mayor Tewalt stated that the turning lane needs to be incorporated in the project. Mrs. Cockrell asked about any increased costs; Mr. Tederick stated that anything over \$20,000 the Town would absorb.

Mayor Tewalt noted that it should go on the consent agenda at this point for the acceptance of the funding for the turning lane.

**4. Code Amendment Request – Medical Center Signs Regulations** – *Director of Planning/Zoning*  
Valley Health submitted an application for an ordinance amendment to the Town's sign regulations. The request was reviewed by the Planning Commission in a work session, followed by a public hearing. Following this public hearing the Planning Commission recommended approval of the attached draft to Town Council.

The amendment would change existing Town Code regulations found under 175-106.B.1.b [6]. The changes will define what a medical center is and modify existing standards. For example, the maximum sign size requirement would change from a maximum sign size of 60 square feet to the following maximums:

- 200 square feet for wall signs
- 150 square feet for ground mounted signs (public)
- 75 square feet for ground mounted signs (private)

This would only apply to medical centers that include medical facilities part of an integrated development and on at least 2 acres. Approval would be issued by the Planning Commission only upon review of a master signage plan.

The standards are comparable with the standards used by Valley Health at other new hospital facilities, such as the hospital in Winchester. Illustrations are attached of the proposed signs at the new hospital that would comply with these new standards.

In discussion, the primary reasons for recommending approval by the Planning Commission were public safety and that the standards were reasonable for a large integrated type of development.

A public hearing is required by Town Council along with a 1st and 2nd Reading for a Code Amendment. Town Staff does not object to the recommendation of approval provided by the Planning Commission.

**Council Discussion:** Mayor Tewalt noted that the matter should move forward to the agenda as presented.

**5. Inclement Weather Policy** – *Interim Town Manager*

**SUMMARY:** The Town's current handbook states the following as it relates to Town employees reporting for work during inclement weather:

**XV. Inclement Weather**

During inclement weather conditions all municipal offices remain open to serve the citizens of Front Royal, and employees are expected to report to work. In situations of extreme weather conditions, Department Directors shall determine the staffing levels required to meet citizen/ customer needs and may allow liberal leave usage so that employees who are concerned about their travel safety may use appropriate accrued leave. In these cases, supervisory approval for leave usage is required.

The Town's policy does not support safety considerations for staff and penalizes staff who cannot come to work during extreme weather conditions. Council's approval would be required to amend the Employee Handbook to reflect changes in the Inclement Weather Policy.

**Council Discussion:**

Mr. Tederick stated that although Town Hall remains open during snow related events. He noted that the policy is antiquated. He noted that should the Town Manager close Town Hall it is not a punitive measure towards employees. Mayor Tewalt and Council voiced support of the program as presented. Mr. Tederick stated that every employee will be notified whether they are Tier 1 or Tier 2 and it will be placed in their job description.

Mayor Tewalt noted that it should be on the regular agenda for vote.

**6. Revenue Forecast FY20-23** – *Director of Finance, Mr. BJ Wilson*

**Town of Front Royal FY21 Revenue Forecasting**

**Forecasting Factors Risks & Assumptions**

- Forecasting is not a precise science, but is a useful tool
- Commonwealth of Virginia revises multiple times during year
- Methodology used relates to the specific revenue being forecasted and is individual for each revenue source. Methodology used includes:
  - Baseline/historic trends
  - Current policies and assimilating data accordingly
  - Current rates
  - Institutional knowledge
  - Assumptions about future conditions
  - Only revenues received from outside sources were forecasted
  - Data used in forecasting is collected from many different internal and external sources deemed reliable and appropriate at this time

**Real Estate Property Values & Rates**

- Updated properties reassessments were implemented in 2019

- Blue line represents the approved tax rate
- Tax rate was lowered from 2007-2010 due to the change in assessment values
- Increase in 2014 was to allocate funds for Police Dept Headquarters, Main Street Extension & Leach Run Parkway
- Increase in 2017 was allocated toward Police Department Headquarters
- Additional revenues realized from reassessments in 2019 was allocated toward the Police Department Headquarters
- Weldon Cooper's Virginia Local Tax Rates for 2018 tax rates show the median real estate tax rate for a Virginia Town is \$0.17 per \$100
- The Town of Front Royal's Real Estate Tax Rate is \$0.135 per \$100 (\$0.035 lower than the median)

### **Real Estate Tax Revenue**

- Revenue increase realized from 2019 reassessment implementation @ \$183,000
- Additional fund of \$273,000 were allocated to the Police Department Headquarters (\$183,000 R/A & \$90,000 from W Main Connector)
- **Police Department HQ Funding**
  - 2018 – \$242,500
  - 2019 - \$515,500

The \$515,500 is anticipated to be adequate to cover debt service payments on a 30-year loan for the construction of the Police Department HQ
- Revenue is expected to slightly increase for the next few years due to new construction.

### **Personal Property Tax**

Comprised of:

- Personal Property Tax on vehicles, boats, business equipment, etc.
- Vehicle License Fees (also known as decals)
- Personal Property Tax Relief received from Commonwealth of Virginia

### **Town of Front Royal Personal Property Values**

Total Personal Property Value in which the Town assesses personal property tax has increased year over year

- Increase in value does not necessarily translate to additional revenue due to offset incurred from personal property tax relief, proration of taxes, and exoneration of tax
- Purchase of new vehicles increases value
- Tangible equipment from businesses included in property values
- Rate of growth from 2018-2019 was 5.22%; which is second greatest increase seen in the last decade
- Average growth rate from 2011-2019 is 3.2%

### **Personal Property Tax Relief**

Personal Property Tax Relief is credited to qualifying personal use vehicles.

- Commonwealth of Virginia has paid the Town of Front Royal \$287,000 each year since 2005 based on a cap set by the 2005 General Assembly
- The Town is mandated to equalize the tax relief rate by the Commonwealth of Virginia

- The Town's personal property tax relief rate for qualifying vehicles/values in 2019 was 56%. Based on the 2017-2019 trend the personal property tax relief rate will need to be adjusted to 53% for 2020.

**PERSONAL PROPERTY REVENUE**

Personal Property Tax Relief received from the Commonwealth remains consistent

- Personal Property Tax rates remain same from 2011-2019 (\$0.64 per \$100)
- Increase from 2016 to 2017 was due to equalization of the Personal Property Tax Relief as mandated by the Commonwealth of Virginia.
- Projected Personal Property Tax revenue is anticipated to continue to increase based on trends and expected development.
- Governor Northam is proposing to cut the state's vehicle registration fee in half; state code section 46.2-755 states that the amount of license fee imposed by any county, city, or town shall not be greater than the annual license fee imposed by the Commonwealth. If the Commonwealth reduces license fees to \$20.38 and the Town is forced to reduce license fees to \$20.38; then Town revenue from vehicle license fees would be reduced by approximately \$67,500.

**Revenue Values Based on Tax Rate**

- Based on 2019 values \$0.01 of the Town's tax rates equates to approximately the follow values of revenue:

	<b><u>2019 Revenue</u></b>	<b><u>2019 Tax Rate</u></b> <b><u>Per \$100</u></b>	<b><u>Revenue</u></b> <b><u>Value of \$0.01</u></b>
<b>Personal Property w/PPTR</b>	\$ 597,872	\$ 0.640	\$ 9,342
<b>Real Estate</b>	\$ 1,744,971	\$ 0.135	\$ 129,257



**Business Professional Occupational Licensing**

Spike in 2016 is associated with an effort made by Department of Finance and Department of Planning and Zoning to collect on delinquent BPOL and businesses that had not obtained proper licensing

- A slight decrease of about 2% from 2017 to 2018; partially due to several new businesses taking advantage of the Town's Tourism Incentive Program
- Projections account for additional business being conducted in the Town within the next few years and new business outside of Tourism/Technology Zones being constructed.
- Greater growth in BPOL is expected after 4-9 years when the exemptions expire. (2023-2028)
- Although 2019 saw an increase 2020 is expected to

see a slight decrease due to some change over of businesses in Town and then rebound in 2021 with approximately 4.7% growth

- Two Retail Store Closed
- New gas station/convenient store/coffee store anticipated opening in 2020

### **Meals & Lodging Tax**

Number of meals tax accounts from 2016 to 2017 increased by 7

- In 2019 the number of meals tax accounts increased by 2
- Number of lodging tax accounts decreased by 1 from 2017 to 2018 and is expected to decrease one more in 2020

Meals tax has increased year over year for the last nine years an average of 5.4% each year and has continued this trend into FY19

- Meals growth rate for FY20 is estimated to increase approximately 6% with continued growth of existing businesses and opening of two additional businesses.
  - Commonwealth of Virginia Code 58.1-3819 requires transient occupancy tax in excess of 2% be designated for tourism and travel marketing; which would equate to 67% of the Town's lodging tax (approximately \$211,720)
  - Decrease in meals growth and lodging revenue in FY15 may be partially associated to large construction projects being completed, which resulted in employees leaving the area.
  - Lodging tax revenue has decreased year over year since 2017 and is expected to slightly decrease in 2020 due to the closing of a motel.
  - Lodging tax is currently projected to remain level for 2021-2023
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- Slight decrease in 2017 for PILOT collected from utility billing; partially due to a few businesses closing; some of these properties reopened in 2018 as new businesses
  - Increase of 4% from 2017 to 2018 for PILOT collected through utility billing
  - Increase of 17% increase from 2018 to 2019 due to new businesses being established
  - PILOT revenue is expected to continue to increase in 2020 but not as aggressive in 2019; projecting a 4.41% increase for 2020 and slightly less for 2022 & 2023.
  - PILOT revenue received from Warren County for the collection of meals tax shows an increase of 4.6% increase from 2018 to 2019; lodging tax shows an 5.6% increase
  - This trend is opposite of the trend observed of meals/lodging tax revenue from businesses located within Town limits. Trend within Town limits shows a larger increase in meals tax revenue and lodging tax decreasing

### **State Aid for Police Department**

- HB599 Funding of 1979 distributes aid to localities based on general fund revenue received by the Commonwealth of Virginia
- Decrease shown from 2011 to 2012
- Relatively stable since 2012-2016
- 2017 had a 3.2% increase
- 2018 remained level with 2017
- 2019 revenue was 3.7% over 2018
- 2020 tracking 3.9% over 2019
- Revenue for 2021-2022 is anticipated to remain level based on information received at the Jan 2020 VML Finance Forum

### **Communications Tax**

- Communication service providers are responsible for remitting communication tax to the Commonwealth of Virginia's Department of Taxation.
- The Department of Taxation then distributes communication tax proportionally to localities
- Report given by the Senate Finance Committee reported that the use of prepaid calling cards is causing a decrease in communication sales and use tax because the service provider is not the entity conducting the sale of the prepaid card.
- The Commonwealth realizes the concern of revenue loss and continues to work on a solution regarding prepaid cards and options to place taxes on online streaming services.
- The average decrease in revenue year over year from 2016 through 2019 was -3.8%.
- 2019 decreased -8.23% when compared to 2018
- Revenue received from communication tax is anticipated to decrease until the Commonwealth of Virginia makes a change to their collection policies and procedures

### **Bank Stock Tax**

- Bank stock tax represents 2% of the Town's FY20 Budgeted General Fund Revenue and 0.5% of total budget
- Calculated based on reports sent to the Commonwealth of Virginia by the bank. Disbursements are then made by the bank directly to locality
- Based on the taxable value of the shares of stock in any bank located in Town
- Federal Credit Unions and Thrifts are not subject to bank stock tax
- Bank stock tax is difficult to predict because a smaller number of bank accounts may reflect a substantial amount of the bank's share of stock used when calculating bank stock tax
- FY2018 is a peak for at least the last 14 years
- History shows that there is usually a peak followed by a valley; so revenue has been forecasted to decrease to similar amounts seen in historic trends

### **Sales Tax**

- Virginia Department of Taxation distributes 1% of sales and use tax collected to the locality (Warren County) where the consumer purchased or used the tangible personal property
- Warren County then remits a portion to the Town based upon school enrollment
- Spike in 2013 is attributed to a major construction project in the area, once the project was completed the revenues returned to normal
- 2018 shows a slight decrease when compared to 2017; as was predicted by the Commonwealth of Virginia's forecast
- December 2019 figures show a 9% increase when compared to December 2018
- Commonwealth of Virginia has forecasted approximately a 3% increase in revenue
- Projecting a slightly higher increase of 5.5% for 2020-2021 based on additional businesses opening and the current increase seen in revenue.

### **Town Fines**

- Fines issued by the Police Department for violations
- Increase in 2017 & 2018 is associated with more tickets being issued
- Purpose for issuing tickets is not to generate revenue, but to increase safety; the Town must have a budgeted line item to receive revenue
- Traffic enforcement unit works to solve traffic problems and increase safety on Town streets by enforcing the traffic code; particularly in problem areas which can be shown with crash data that illustrates the effectiveness of this unit
- Decrease seen in 2019/2020 is attributed to changes in legislation that no longer allow holds to be placed on driver license renewals from failure to pay tickets.

### **Visitors Center Income**

- The Town's Visitors Center receives revenue from sales of merchandise. This revenue is received into the General Fund as a whole and General Fund funds supplement the Tourism Department.
- Note that all Town Lodging Tax is allocated to the Visitors Center.
- The Visitors Center began enhancing sales by self promotion including:
  - Mailing of brochures in utility bills
  - Panels on the outside of the Visitor Center
  - Promoting on social media, local community TV, and display in the Town Hall
- FY20 revenue from July-December 2019 is approximately \$21,000; which is an increase of \$3,800 from the same time period in 2018.
- Revenue from the Visitors Center is expected to maintain momentum and increase slightly in 2021 due to new products being offered for sale

### **Highway/Streets Funding**

- **Maintenance Funding** – the Town receives funding quarterly for highway maintenance. This funding is based upon the number of miles of streets that the Town maintains and the amount annually distributed by the Commonwealth. The Town must submit quarterly reports to V-DOT to ensure that the money is being used properly.

- **Revenue Sharing from the Commonwealth of Virginia** – program currently opens for two years and allows the state and locality to share expense on projects; usually pays 50% of project. The Town has used this program for numerous paving projects and highway improvements. Approval of revenue sharing is usually announced in April or May. The Town has made application for the paving of North Royal Ave (From W 14th to Commerce Ave) and will be notified in April/May 2020 of possible approval. If approved the Town expects to receive approximately \$104,000.
- **Primary Extension Program** – program opens each year and pays 100% of approved projects. Project must be deemed as a primary road by V-DOT. The Town plans on making application for the program in 2021. The Town has used this program for the paving of Commerce Avenue and John Marshall Highway.
- **Smart Scale Program** – program funds 100% of highway improvement projects; this program does not fund repairs/replacement projects. Projects submitted are scored by the Commonwealth and those projects with the highest score receive funding. The Town previously submitted Happy Creek Phase 2 for funding; but did not receive funding. The Town is in the process of obtaining a preliminary engineering report for Happy Creek Phase 2 and will resubmit application for the program by August 2020. Obtaining the P.E.R. will help raise the Town’s Smart Scale Scoring to hopefully obtain funding for the project. Funding for the program should be announced around February 2021.
- \*Work cannot be completed before receiving authorization from V-DOT in order to receive funding from these programs.

Commonwealth of Virginia Code 33.2-319 outlines the program for maintenance funding by the Commonwealth and is approved by the Commonwealth Transportation Board annually.

	<b>Funding Per Lane Mile</b>	<b>Mileage Summary</b>	<b>Moving Lane Miles</b>	<b>Total Funding</b>
<b>Principal/Minor Arterial Roads</b>	\$ 21,689.51	9.4	24.93	\$ 540,719.48
<b>Collector/Local Streets</b>	\$ 12,734.62	56.27	112.27	\$ 1,429,715.79
<b>Total</b>		65.67	137.2	\$ 1,970,435.27

- The Town receives notification in June regarding the amount that will be funded by the Commonwealth for the following fiscal year
- Funding will increase once Leach Run Parkway is accepted into inventory; additional funds have not been budgeted or projected at this time
- V-DOT must accept LRP into the program by February for the Town to receive the additional funding for LRP; LRP has not been accepted by V-DOT at this time, so additional funding will not be received during FY21
- The amount of increase associated with LRP is anticipated to be between \$81,000-\$138,000 which is dependent on how LRP is classified
- Funds have remained level for FY19 & FY20
- Senate Finance Committee is projecting funds to remain level for FY20-FY22 based upon proposed budget for the Commonwealth
- (Subject to increase for LRP)
- Projecting 1% increase for FY23

### Electric Current Sales

AMP Ohio’s projected sales forecast for long-term sustainability has been incorporated into the revenue forecast, as well as anticipated construction of new properties, normal weather conditions, and current electric rates

- Electric revenue directly relates to the amount/cost of electric purchased by the Town & amount used by consumers which is influenced by the weather.
- FY20 revenue from electric is currently tracking on targeted budgeted amounts
- FY2019 kilowatt hours sold was higher than the previous 10 years and possibly the highest amount the Town has ever billed.
- The Town continues to replenish Electric Fund Reserves. As of June 30, 2019 the

Electric Fund Reserve was approximately \$2.3 million below the 3-month reserve level.

- Purchases of electric are expected to decrease in FY21 which directly relate to sales decreasing; with an increase in FY22; decrease in FY23; and increase in FY24

### **Gallons of Water Sold & Rates**

- Gallons of water sold by the Town decreased from FY2015-2019
- FY2015/2016 a heavy commercial user was doing some testing
- Amount of rainfall during FY2019 was one of the highest on record
- Weather has an impact on water/sewer just as electric
- Rate increases were necessary due to state regulations that required updates to the water treatment plant and waste water treatment plant
- Sewer rate decrease in 2015 was due to the Town obtaining a zero interest loan for the waste water treatment plant expansion.
- The Town is in the process of having a water/sewer rate study that will incorporate rates, meter sizes, fire suppression, and connection fees. This study will ensure that the Town's rates are properly implemented and adequate to ensure funding of future projects
- The 2015 spike in sales of water and sewer coincide with the trend seen in gallons of water sold
- Sales of water and sewer are difficult to forecast due to the weather. Ambient temperatures play a major role for some commercial user's water consumption.
- Amount of rainfall will also impact water usage due to the necessity of watering lawn, athletic fields, and gardens; as seen during FY19 during the heavy rainfall
- Overall water sales decreased -1% and sewer sales decreased -2% from 2017 to 2018; and further decreased from 2018 to 2019; water -2% & sewer -1%
- Revenues are projected to increase due to growth in and around town and normal weather conditions
- Changes in amounts due to contractual obligations for commercial users have been taken into account for projections
- Revenues amounts for 2022 & 2023 have been inputted equal to 2021 at this time until rate study is completed

### **Solid Waste Sales of Service**

- Rates for refuse service are flat rates based upon the type of container and/or type of service received
- The tipping fee was added in 2010
- The number of commercial refuse customers decreased from 2011-2012 causing a decrease in revenue
- Refuse rates were increased in July 2013 and July 2016
- Solid Waste Sales of Service increased in 2017 due to the rate increase
- Sales of Service decreased in 2018 due to less commercial customers than 2017
- 2019 revenues remain fairly level due to commercial services remaining stable
- 2021 is projected to remain level
- 2022-2023 are projected to decrease slightly each year due to a decrease in commercial service customers

### **Council Discussion:**

Council discussed bridge issues that needed correction in the community. Mr. Wilson stated that it would be just over 1% in growth across the board, and it would not be as high as last year.

Mr. Tederick encouraged Council to write applications for the road projects that had VDOT experience as it was an intensive application program that took a huge amount of time from Staff and required a vast amount of knowledge.

Mr. Tederick stated that he greatly thanked Mr. Wilson for his dedication for these detailed reports. Council thanked Mr. Wilson for these reports as well.

**PRESENT:** Mayor Tewalt, Councilman Thompson, Councilman Gillispie, Councilman Holloway, Vice Mayor Sealock, Councilman Cockrell, Interim Town Manager Tederick, Town Attorney Napier, Clerk of Council Berry, Director of Finance Wilson, IT Director Jones, Town Engineer Brown, Chief Magalis, members of the public and members of the press.

**ABSENT:** Councilman Meza

Submitted by: Jennifer Berry, Clerk of Council